



## STATE PERSONNEL BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	STATE PERSONNEL BOARD	<b>RELEASE DATE:</b>	Monday, October 23, 2006
<b>POSITION TITLE:</b>	Executive Officer	<b>FINAL FILING DATE:</b>	Friday, December 15, 2006
<b>CEA LEVEL:</b>	CEA V	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,230.00 - \$12,941.00 / Month	<b>BULLETIN ID:</b>	10202006_4

### POSITION DESCRIPTION

The State Personnel Board (SPB) constitutionally is responsible for guiding and directing California's civil service system and ensuring that the state civil service system is free from political patronage and that employment decisions are based on merit. SPB provides a variety of recruitment, selection, classification, appellate, goal setting, training and consultation services to state and local departments. SPB also promotes efficiency and economy in state government and is a leader in efforts to improve and reform civil service practices.

Under the general direction of the five-member Board, the Executive Officer of the SPB plans, organizes, coordinates, and directs the functions of SPB staff and officers, including such merit-related programs within the state civil service system as discipline, selection and promotion, appeals, classification and equal employment opportunity and diversity.

The Executive Officer also assists in promoting the development of demonstration projects to improve personnel management practices and works under the direction of the five-member Board in executing Board established rules, policies, resolutions and directives. This position provides executive leadership to the staff of the SPB to ensure efficient and effective operation and execution of critical and constitutionally mandated functions. This position also develops working relationships with operating agencies, employee groups, community organizations, the Governor's Office, Legislature, local and federal governments, representatives of the press and other persons and organizations having an interest in or affected by the operations of the SPB. Note: The salary for the Executive Officer of the SPB will be determined by Article VII, Section 2 (c) which states (in part): "The board shall appoint and prescribe compensation for an executive officer (et al)"

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management

functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

An evaluation committee will review and screen all applications and Statements of Qualification and will select the most qualified candidates for an interview. Members of the State Personnel Board will interview and rank the most highly qualified candidates. The evaluation criteria is as follows:

Ability to provide visionary and strategic leadership and management direction to SPB staff and statewide programs to accomplish the mission and goals of the Board. Experience in high-level policy formulation and implementation. Demonstrated skill and ability to develop and maintain positive working relationships with representatives of the Executive and Legislative branches, departments, labor and advocate organizations. Ability to develop and implement proactive and effective strategies to address and resolve complex and contested administrative and human resource problems. Ability to direct the review of, evaluate and decide complex personnel appeals and complaints in a fair and impartial manner in accordance with applicable laws, regulations and policies. Knowledge of the state's budgeting and fiscal policies and demonstrated experience in the management of organizational budgets. Knowledge of effective human resources management and understanding of the state civil service system. Ability to effectively represent the SPB and its programs and policies before a wide variety of groups and organizations including the Legislature, state agencies and departments, unions, advocate organizations and the press. Understanding and demonstrated support for merit, civil rights, equal employment opportunity and diversity programs. Knowledge and understanding of the fundamental state and federal laws, administrative and court decisions impacting human resources programs including equal employment opportunity, discrimination, reasonable accommodations, contracting, employee selection and employee discipline. Ability to direct a diverse multiple disciplinary staff consisting of professional and administrative personnel.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Executive Officer**, with the **STATE PERSONNEL BOARD**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

### **FILING INSTRUCTIONS**

Resumes are encouraged, though will take the place of the Statement of Qualifications as described below.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length and shall individually and specifically describe the candidates' major accomplishments and experience in the following areas:

- State government human resources management
- Direction and management of major governmental programs
- Equal employment opportunity, diversity and civil rights programs
- Budget development, administration and management

**Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.**

**The application, Statement of Qualifications and resume must be submitted by the final filing date to:**

STATE PERSONNEL BOARD, Administrative Services Division  
801 Capitol Mall, Sacramento, CA 95814  
Gene Castillo | 916 653-0155 | gcastillo@spb.ca.gov

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>